

Approved Minutes

City of Bloomington

Development Review Committee

June 10, 2014, 9 AM

McLeod Conference Room

Bloomington Civic Plaza – 1800 West Old Shakopee Road

Staff Present

Laura McCarthy (Fire Prev) – Chair, 952-563-8965
Mark Anderson (Assessing) 952-563-8706
Kent Smith (Assessing) 952-563-8707
Duke Johnson (Bldg. & Inspection) 952-563-8959
Denise Dargan (Engineering) 952-563-4629
Randy Quale (Parks & Rec) 952-563-8876
Bruce Bunker (Engineering) 952-563-4546

Erik Solie (Environmental Health) 952-563-8978
Dennis Fields (Planning) 952-563-8925
Glen Markegard (Planning) 952-563-8923
Londell Pease (Planning) 952-563-8926
Michael Centinario (Planning) 952-563-8921
Kim Czapar, (Police) 952-563-8808

<i>Item 1- Informal</i>	Chiefs Towing 9604/9608 Humboldt
<i>Site address</i>	9604/9608 Humboldt Ave
<i>Application type</i>	Conditional Use Permit; Final Site and Building Plan; Variance
<i>Staff contact</i>	Pease, Londell; 952-563-8926
<i>Proposal</i>	<p>Chiefs Towing desires a Conditional Use Permit for outdoor storage as a primary use to allow leasing of storage space to multiple users who require exterior storage for equipment, materials. The lot may be used to store cars and trucks associated with the towing operation as well.</p> <p>The desire is to phase the development with immediate use of the site as primarily a gravel lot and pave it over a period of years. This essentially would be a long term phase effort with the goal of full compliance. This would require variances for the shorter term. There would be landscaping and screening along each street as required by the City Code. A storm water pond would be constructed on the west side of the two properties. No Plat would be submitted to combine the sites.</p>
<i>Plat name</i>	Unplatted
<i>Replat/Park dedication</i>	Unknown at this time
<i>Contact 1 Contact Info:</i>	William Griffith; wgriffith@lhdl.com; PH: (952) 896-3290; Fax: (952) 896-3278
<i>Contact 1 address:</i>	Larken, Hoffman, Daly & Lindgren 1500 Norwest Financial Center 7900 Xerxes Avenue South, Bloomington, MN 55431
<i>Contact 2 Contact Info:</i>	Jacob Steen: jsteen@larkinhoffman.com; PH: 952-896-3239; Fax: 952-842-1738
<i>Contact 2 address:</i>	Larken, Hoffman, Daly & Lindgren 1500 Norwest Financial Center 7900 Xerxes Avenue South, Bloomington, MN 55431

Guests Present

William Griffith: wgriffith@lhdl.com

Jacob Steen: jsteen@larkinhoffman.com

Discussion/Comments:

- Bill Griffith (Guest): Introduction of the plan -
 - Applicant desires a Conditional Use Permit for exterior storage as a primary use for 9604 and 9608 Harriet Avenue. This request would combine the use of the two sites for storage and a new Conditional Use permit would be issued for the expanded use.
 - The applicant proposes a phased development which would bring the site into City Code compliance. The final phase would result in surface and screening in compliance with City ordinance. There will be no structures on the site. Site improvements, with the exception of the blacktopping, will be completed within 24 months. A temporary variance application will be requested to allow a phased blacktopping of the property over six (6) years, in three phases of black top, each covering a third of the Property.
- Londell Pease (Planning): Stated that the City Council approved the 9604 site on August 18, 1975; subject to two conditions. Will email the Minutes to Griffith after DRC.
- Randy Quale (Park and Recreation): No comment
- Kent Smith (Assessing):
 - Asked if the 9612 property would be included.
 - Griffith explained probably not. One of the reasons to acquire that was to control that site, but also, there is a retaining wall that will come out with grading work. These can be viewed as separate sites. No application proposed for that the 9612 property.
- Erik Solie (Environmental Health): There's a well on the 9612 property that will need to be abandoned in the next year or so. No other comments on other properties.
- Duke Johnson (Building and Inspection):
 - Explained that work has started without permits but he has stopped the work.
 - Griffith explained that the work was stump removal but has since stopped. No grading without Nine Mile Creek and City approval.
 - Johnson stated that Building/Inspection will need to be involved if parking lot is approved. Phasing concern – would have to be ordered in. Doesn't see that voluntary compliance will happen. Asked how the work can be tied to the application to make sure it's remembered years down the road.
 - Londell Pease (Planning): Stated that one alternative could be to apply for five year IUP to avoid variances and allow more latitude. Preferably do the CUP upfront.
 - Griffith (Guest): Will convey this information with property owner and work out any compliance issues.
 - Duke Johnson asked about lighting issues. Pease said that if it's secured, there'd be no minimum lighting, but work with Police.
 - Johnson stated that Building & Inspection would be issuing parking permit. Planning will require landscaping as well as curb and gutter.
- Laura McCarthy (Fire Prevention): When you set up lot for storage, keep in mind that fire department vehicles) need access to the site.
- Kim Czapar (Police): Make sure lighting is up to code. Code requirement guide was provided to the Applicants. Lighting can be a deterrent to criminal activity.
- Bruce Bunker (Engineering): Provided PW comments pages to applicants. Will need storm water plan and erosion and control plan.
- Londell Pease (Planning):
 - A fence is limited to 6 feet along the street (including barbed wire) and must be no more than 50% opaque, however the City Council may grant an exception via a condition for a higher and full screen fence along the street.
 - The screening along the street must be equal to the height of the storage. Any requested exception should be described with supporting information in the narrative.

- Side and rear yards may have a 10 foot high fence (including barbed wire).
- Any use of barbed wire must be greater than six feet in height.
- The phasing for surfacing the lot would require a temporary variance. The applicant should provide supportable documentation to assure this phasing is related to require engineering issues and not solely requested for financial reasons.
- Lighting of a secured lot is not required, however staff encourages lighting. All lighting must be 90 degree cut-off, not more than 33 feet high and less than 50,000 lumens per source. This is in the code.
- Staff is concerned with gates only being 20 feet from the property line. Assurance must be provided that vehicles would not be required to stop in the street to unlock the gate.
- The next application deadline is June 18. This is scheduled to be before the Planning Commission on July 24 and the City Council on August 4. The application should include:
 - Application form with the original signature of the property owner (no copies or Fax)
 - Letter of narrative fully describing the planned phases and include supporting statements and information for the application.
 - Three full sized paper plan sets and one PDF (No need to reduce or provide additional copies)
 - Fees: The CUP fee is \$880 and variance fee is \$610. The application for a FS&BP could be completed concurrently at \$660 or possibly after approval it might be possible to do it administratively at \$130 after the other two. Glen Markegard stated that it's best to keep them all together.
- Jacob Steen (Guest): If a berm were constructed, does the fence begin at the top of the berm? Pease explained that the code talks about natural grade. They can get a higher fence through conditions. Just be sure to put in the application that the fence or berm could be at 11ft. Basically, just be sure to put in the application what is wanted.

Staff agreed that this does not need to come back for Formal.

Site Address: 9604 & 9608 Humboldt Ave S

CHIEFS TOWING

Plat name: **HARRISON HOMESTEAD**

Proposal: Conditional Use Permit for outdoor storage; Phase Final Site and Building Plan in; Variance

PUBLIC WORKS DEPARTMENT DEVELOPMENT PLAN REVIEW

City of Bloomington 1700 West 98th Street, Bloomington, MN 55431 952-563-4870

Applicant Information

Larken, Hoffman, Daly & Lindgren
1500 Norwest Financial Center
7900 Xerxes Avenue South
Bloomington, MN 55431
William Griffith (wgriffith@lhdl.com)
(952) 896-3290
(952) 896-3278

Steen, Jacob W.
<jsteen@larkinhoffman.com>

p | 952-896-3239
f | 952-842-1738

Case No: n/a

Permit No:

Scheduled for: Informal DRC: 6/10/14 Item #1
Formal DRC:

Planning Commission:
City Council:

Date Received: 6/5/14

Return to: Londell Pease

Due Date: 6/9/14

Plan Reviewer	Date	Date	Date	Date
Development/Services Section – 952-563-4862				
Jen Desrude (JCD), Civil Engineer				
Traffic Section				
Amy Marohn (ALM), Civil Engineer	6/9/14			
Tom Bowlin (TPB), Civil Engineer				
Kirk Roberts (KAR), Traffic & Trans. Engineer				
Street Design & Construction Section				
Steve Jorschumb (SKJ), RLS	6/9/14			
Julie Long (JML), Senior Civil Engineer	6/9/14			
Bob Simons (BPS), Civil Engineer	6/9/14			
Water Resources Section				
Bryan Gruidl (BRG), Sr. Water Resources Manager				
Steve Segar (SWS), Civil Engineer	6/9/14			
Utilities Division				
Tim Kampa (TKK), Civil Engineer				
Eric Wharton (ECW), Civil Engineer	6/9/14			
Maintenance Section				
Scott Anderson (SMA), Assist. Maint. Superintendent	6/9/14			
Dave Hanson (DLH), Assist. Maint. Superintendent				
Administration				
Jim Gates (JBG), Deputy Director of PW				
Karl Keel (KPK), Director of Public Works				
Shelly Pederson (SAP), City Engineer				

Email

1. Development/Services Section (Plats, Easements, Agreements, Misc.)

CC = Council Condition of Approval

PR = Plan Requirement - need to revise plans or satisfy comment prior to the issuance of permits

S/R = Suggestion/Recommendation

CC	PR	S/R	Comment	Date & Initial	Date Complete
Miscellaneous Comments					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Furnish a revised Grading, Drainage, Utility, and Erosion Control plan. Plans shall be reviewed and approved by the City Engineer prior to issuance of permits.	6/9/14 SKJ	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MN licensed Civil Engineer must design and sign all civil plans, including Grading, Drainage, Utility and Erosion Control plans.	6/9/14 SKJ	

2. Traffic Section & Street Design / Construction Section

CC = Council Condition of Approval

PR = Plan Requirement - need to revise plans or satisfy comment prior to the issuance of permits

S/R = Suggestion/Recommendation

CC	PR	S/R	Comment	Date & Initial	Date Complete
Traffic					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All signing to be installed outside of city right-of-way.	6/9/14 ALM	
Standard Traffic Notes to Add to Plan					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All parking stalls to be painted with white striping.	6/9/14 ALM	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All construction and post-construction parking shall be on-site – no on-street parking/loading/unloading allowed. (Add to removal, utility or site plan sheets)	6/9/14 ALM	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All public sidewalks shall not be obstructed.	6/9/14 ALM	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Storage of materials or equipment shall not be allowed on public streets or within public right-of-way. (Add to removal, utility or site plan sheets)	6/9/14 ALM	
Street Design					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use updated City of Bloomington Standard Details from the City of Bloomington website: www.ci.bloomington.mn.us/cityhall/dept/pubworks/engineer/streets/specific.htm	6/9/14 JML	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show and label all property lines and easements on all plan sheets.	6/9/14 JML	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No landscaping, ponds, retaining walls, or any structure shall be placed or constructed within public right-of-way or easements.	6/9/14 JML	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A Bloomington standard non-residential driveway apron is required on accesses to public streets (see detail).	6/9/14 JML	
Parking					
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Suggest using more line types + Pen Weights, as it is hard to tell what everything is. For instance, what are the three squares, one that crosses the property line?	6/9/14 JML	

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Move temporary rock entrance to existing entrance.	6/9/14 JML	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If this is a multiyear plan, please submit phasing plan and include ultimate build out.	6/9/14 JML	

3. Water Resources Section

CC = Council Condition of Approval

PR = Plan Requirement - need to revise plans or satisfy comment prior to the issuance of permits

S/R = Suggestion/Recommendation

CC	PR	S/R	Comment	Date & Initial	Date Complete
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Storm Water Comments

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A Stormwater Management Plan/Report shall be provided which includes:</p> <ul style="list-style-type: none"> Stormwater Rate Control – No net increase in runoff. Storm Water Volume Control – no increase in volume. Water Quality Treatment meeting requirements of Bloomington Comprehensive Surface Water Management Plan (CSWMP) www.ci.bloomington.mn.us/cityhall/dept/pubworks/engineer/waterres/waterres.htm#mgmtplan Maintenance Schedule/Plan for Stormwater BMP signed by property owner to be filed on record with Hennepin County. Proof of filing must be submitted to Engineering. Preliminary report needs minor revisions before approval. 	6/9/14 SWS	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	An NPDES construction site permit and SWPPP shall be provided. The name and phone number of party responsible for erosion control shall be included; if greater than, one acre is disturbed.	6/9/14 SWS	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Site may be required to obtain coverage under the MPCA NPDES industrial site stormwater permit program. Refer to the MPCA for coverage determination</p> <p>http://www.pca.state.mn.us/index.php?option=com-k2&itemid=2696&10=1145&layout=item/view=item or iswprogram.pca@state.mn.us or 651-757-2118.</p>	6/9/14 SWS	

Erosion/Sediment Control Comments

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Erosion Control Bond required prior to issuance of permits – dollar amount to be determined by Jen Desrude. Contractor to provide bid prices to install, maintain and remove EC devices.	6/9/14 SWS	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>An Erosion Control Plan shall be provided which includes:</p> <ul style="list-style-type: none"> Erosion Control BMP locations shown on the plan. Notes for maintenance (1/3 capacity, damage, tracking onto streets) and inspection (who is responsible, frequency), etc., consistent with the <i>MPCA Protecting water Quality in Urban Areas</i> BMP Manual (Nov. 2000). Use of updated City of Bloomington Standard Details from the City of Bloomington website: www.ci.bloomington.mn.us/cityhall/dept/pubworks/engineer/streets/specific.htm No bales allowed for inlet protection and/or ditch checks. All materials shall meet MnDOT approved materials list: www.mrr.dot.state.mn.us/materials/apprprod.asp Use approved inlet protection at all active storm sewer inlets; only basket or sack style in traffic areas. Include turf establishment plan. 	6/9/14 SWS	

General Comments					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add note to plan - contact Utilities Division (952-563-8777) regarding permit for storm sewer construction.	6/9/14 SWS	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submit a copy of Nine Mile Creek Watershed District comments and permit prior to the issuance of City of Bloomington permits. Contact Nine Mile Creek Watershed District, Kevin Bigalke, 952-835-2078.	6/9/14 SWS	

4. Utilities Division					
CC = Council Condition of Approval					
PR = Plan Comments - need to revise plans or satisfy comment, but does not necessitate a Council condition					
S/R = Suggestions/Recommendations					
CC	PR	S/R	Comment	Date & Initial	Date Complete
Water					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Show water and sewer services on the site along with hydrants and valves.	6/9/14 ECW	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Grading and wall construction appears to encroach on the adjacent property easement and permanent maintenance agreement may be needed.	6/9/14 ECW	

5. Maintenance Section					
<input checked="" type="checkbox"/>	No comment.				